

BILL NO. S-76-12- 33

SPECIAL ORDINANCE NO. S- 236-76

AN ORDINANCE approving blanket purchase order for materials for the Office Services Department.

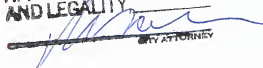
BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the contract dated November 9, 1976, between the City of Fort Wayne, by and through its Mayor and the Board of Public Works and Roytype Typewriter Supplies, City Utilities Purchase Order No. B-8393, for a blanket order for Typewriter, Adding Machine and Computer Ribbons, all for a maximum cost of \$3,628.50 to be charged against Office Services Utility as the supplies are needed, which said purchase order is on file in the Office of the Department of Purchasing and is by reference incorporated herein, made a part hereof and is hereby in all things ratified, confirmed and approved.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

  
Councilman

APPROVED AS TO FORM  
AND LEGALITY

  
CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Hinga, and duly adopted, read the second time by title and referred to the Committee on City Politics (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the day of \_\_\_\_\_, 1976, at \_\_\_\_\_ o'clock P.M., E.S.T.

DATE: 12-14-76

CITY CLERK

Read the third time in full and on motion by Burns, seconded by Hinga, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	<u>8</u>			<u>1</u>	
BURNS	<u>✓</u>				
HINGA	<u>✓</u>				
HUNTER	<u>✓</u>				
MOSES	<u>✓</u>				
NUCKOLS	<u>✓</u>				
SCHMIDT, D.				<u>✓</u>	
SCHIMDT, V.	<u>✓</u>				
STIER	<u>✓</u>				
TALARICO	<u>✓</u>				

DATE: 12-28-76

CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION)

ORDINANCE (RESOLUTION) No. 8236-76 on the 28th day of Dec., 1976.

ATTEST: (SEAL)

CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 29th day of Dec., 1976, at the hour of 11:00 o'clock A M., E.S.T.

CITY CLERK

Approved and signed by me this 3rd day of January, 1976, at the hour of 11:30 o'clock \_\_\_\_\_ M., E.S.T.

MAYOR

Bill No. S-76-12-33

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance

Approving blanket purchase order for materials for the Office

Services Department

have had said Ordinance under consideration and beg leave to report back to the Common  
Council that said Ordinance OP PASS.

Paul M. Burns - Chairman

John Nuckols - Vice-Chairman

William T. Hinga

Fredrick R. Hunter

Samuel J. Talarico

12-28-76

DATE

CONCURRED IN

CHARLES W. WESTERMAN, CITY CLERK

# Memorandum

To H.P. Wehrenberg, Board of Works Date Nov. 9, 1976  
From Ruth Winget, Purchasing Department  
Subject Quote #971, Ribbons B.O. 1977

## COPIES TO:

J.F. Morreale  
G. Thayer

Herewith are quotes (Quote #971) relating to Purchase Order B-8303 which is prepared favoring Roytype Typewriter Supplies for Office Services.

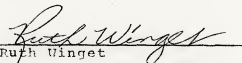
Four (4) vendors were invited to quote. Three (3) returned quotes, Roytype Typewriter Supplies being the lowest.

Attached are the following documents in support of the recommendation for acceptance of Roytype Typewriter Supplies.

1. Roytype Typewriter's quote.
2. Office Services Requisition.
3. Copy of Purchase Order.

It is urged that in referring this bid to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming purchase order number is given to Roytype Typewriter Supplies until evidence of Council approval is furnished to the Purchasing Department.

  
Ruth Winget

Approved: 

A.C. Lord

*(Council Nov 14, 1977)*

64-27-18

11/14/76

# CITY OF FORT WAYNE CITY UTILITIES

DEPARTMENT OF PURCHASES  
ROOM 950 CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

64-27-18 11/18/76  
ORIGINAL B-8393  
PURCHASE ORDER NO.

This number must appear on each pack-  
age, packing slip, invoice, bill of lading,  
express receipt and correspondence.  
Nov. 9, 1976  
DATE

Roystone Typewriter Supplies  
4721 Lima Road  
Fort Wayne, Indiana 46808

## ATTENTION!

Send all Invoices to General Accounting  
4th Floor, City-County Bldg.

1 E. Main St.  
Fort Wayne, Indiana 46802

SHIP TO —

Office Services Dept.  
Basement City County Bldg.  
One Main St.  
Fort Wayne, Indiana

Data Processing  
4th Flr. City County Bldg.

Show P.O. Number on Packing Slip  
and Invoice. **CITY UTILITIES**

**GENERAL ACCOUNTING**  
**4th FLOOR CITY-COUNTY BUILDING**  
**NUMBER ONE EAST MAIN STREET**  
**FORT WAYNE, INDIANA 46802**

INVOICE IN DUPLICATE, INCLUDING  
CERTIFICATION AS REQUIRED BY  
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.D. NO.	UNIT PRICE	TOTAL
		<u>EST. ESTIMATED REQUIREMENTS FOR 1977</u>			
	3 gr.	P-900 5/16 x 4" (Polyethelene)		71.40	214.20
	6 gr.	Selectric 71 Plastic		63.00	378.00
	4 gr.	Lift off tapes		199.20	796.80
	6 gr.	Correctable Film Ribbon IBM		238.80	1,432.80
	6 dz.	IBM Teck III Ribbons		52.50	315.00
	3 dz.	PUP - Plastic Ribbons		9.50	28.50
	3 dz.	PRP - Plastic Ribbons		12.10	36.30
	6 dz.	Misc. cloth T.W. Ribbons		18.75	112.50
	6 dz.	Misc. cloth Add. Mach. Ribbons		9.80	58.80
	12 ea.	Top quality Nylon Computer Ribbons NCR Century or Equal for 646 Train Printer 5 Mil. only.		21.30	255.60
					\$3,628.50
		Note: Requirements will be released on departmental purchase orders against this blanket order as required by the using department.			
		<u>SUBJECT TO COUNCILMANIC APPROVAL.</u>			
		RW/bk #90			
		Per quote #971 Net 30 days, F.O.B. Destin. Ship as ordered.			

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE 2% CASH DISCOUNT WILL BE TAKEN

SUBJECT TO CONDITIONS ON REVERSE SIDE

BY

CITY UTILITIES PURCHASING AGENT

FORM U-22

CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES  
One Main Street  
Fort Wayne, Indiana 46802

B8393  
*Royletype Typewriter  
Supplies*

Date October 25, 1976

Request for Quotation No. 971

To be considered your quotation must be received by M. Nov. 8, 1976

To: */* Royletype Typewriter Supplies  
*/* I.B.M. Corp.  
*/* National Data Products  
Doubleday Brothers Co.

Quantity	Unit		Unit Price	Trade Disc.	Extensio
Estimated					
		ESTIMATED REQUIREMENTS FOR 1977			
3	Gr.	P-900 5/16 x 4" (Polyethelene)			
6	Gr.	Selectric 71 Plastic			
4	Gr.	Lift Off Tapes			
6	Gr.	Correctable Film Ribbon IBM			
6	Dz.	IBM Teck III Ribbons			
3	Dz.	PUP - Plastic Ribbons			
3	Dz.	PRP - Plastic Ribbons			
6	Dz.	Misc. cloth T.W. Ribbons			
6	Dz.	Misc. cloth Add. Mach. Ribbons			
12	Ea.	Top Quality Nylon Computer Ribbons - NCR Century or Equal for 646 Train Printer - 5 Mil only.			
	Mi				
		Quote Firm Price for 1977. Quantities will be released as required.			
		Mark Bid Envelope, "Quote No. <u>971</u> Due Date <u>11/08/76</u> ".			
				TOTAL	

Terms -

F.O.B. -

Shipping  
Schedule -

Signed

Date

*Ruth Winget*  
Ruth Winget - Buyer

**CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES**

One Main Street  
Fort Wayne, Indiana 46802

Date October 25, 1976

Request for Quotation No. 971

To be considered your quotation must be received by                      M. Nov. 8, 197 6

To: Roytype Typewriter Supplies  
4721 Lima Road  
Fort Wayne, Indiana 46808

Quantity	Unit		Unit Price	Trade Disc.	Extensio
Estimated					
3	Gr.	<u>ESTIMATED REQUIREMENTS FOR 1977</u> P-900 5/16 x 4" (Polyethelene)	71.40		214.20
6	Gr.	Selectric 71 Plastic	63.00		378.00
4	Gr.	Lift Off Tapes	199.20		796.80
6	Gr.	Correctable Film Ribbon IBM	238.80		1432.80
6	Dz.	IBM Teck III Ribbons	52.50		315.00
3	Dz.	PUP - Plastic Ribbons	9.50		28.50
3	Dz.	PRP - Plastic Ribbons	12.10		36.30
6	Dz.	Misc. cloth T.W. Ribbons	18.75		112.50
6	Dz.	Misc. cloth Add. Mach. Ribbons Cotton	9.80		58.80
		For twin-spools: add \$2.00/Doz. Nylon	13.80	<del>5.00</del>	
12	Ea.	Top Quality Nylon Computer Ribbons - NCR			
		Century or Equal for 646 Train Printer - 5	21.30		255.60
	Mi	Mil only.			
		Quote Firm Price for 1977.			
		Quantities will be released as required.			
		<b>Mark Bid Envelope,</b>			
		"Quote No. <u>971</u> Due Date <u>11/08/76</u> ".			
		<b>TOTAL</b>			

3628.50

Terms - Net 30 days

F.O.B. - Destination

Shipping

Schedule - As ordered.

G. E. Martz, Roytype Manager  
Signed G. E. Martz  
Date Nov. 1, 1976

Ruth Winget  
Ruth Winget - Buyer





**CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES**

One Main Street  
Fort Wayne, Indiana 46802

Date October 25, 1976

Request for Quotation No. 971

To be considered your quotation must be received by                      M. Nov. 8, 1976

TO: National Data Products  
11910 Bluffton Road  
P.O. Box 9128  
Fort Wayne, Indiana 46809

Quantity Unit		Unit Trade Price Disc. Extensio		
ESTIMATED				
		<u>ESTIMATED REQUIREMENTS FOR 1977</u>		
3	Gr.	P-900 5/16 x 4" (Polyethelene)	} NO BID.	
6	Gr.	Selectric 71 Plastic		
4	Gr.	Lift Off Tapes		
6	Gr.	Correctable Film Ribbon IBM		
6	Dz.	IBM Teck III Ribbons		
3	Dz.	PUP - Plastic Ribbons		
3	Dz.	PRP - Plastic Ribbons		
6	Dz.	Misc. cloth T.W. Ribbons	} 21.85 ea	
6	Dz.	Misc. cloth Add. Mach. Ribbons		
12	Ea.	Top Quality Nylon Computer Ribbons - NCR		
		Century or Equal for 646 Train Printer - 5		
	Mi	Mil only.		
		Quote Firm Price for 1977.		
		Quantities will be released as required.		
		Mark Bid Envelope,		
		"Quote No. <u>971</u> Due Date <u>11/08/76</u> ".		
		TOTAL		

Terms - NET 30

F.O.B. - DAYTON, OHIO

Shipping Schedule - IN STOCK IN FT. WAYNE WAREHOUSE.

Signed Randall Brooks  
Date Nov 8, 1976

Ruth Winget  
Ruth Winget - Buyer

RECEIVED  
PURCHASING DEPT.  
NOV 08 1976  
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**CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES**

One Main Street  
Fort Wayne, Indiana 46802

Date October 25, 1976

Request for Quotation No. 971

To be considered your quotation must be received by                      M. Nov. 8, 197 6

To: I.B.M. Corp.  
2827 Rupp Drive  
Fort Wayne, Indiana 46805

Quantity	Unit		Unit Price	Trade Disc.	Extensio
Estimated					
		ESTIMATED REQUIREMENTS FOR 1977			
3	Gr.	P-900 5/16 x 4" (Polyethelene) <i>1873 76 0</i>	104.04		312.12
6	Gr.	Selectric 71 Plastic <i>4C</i>	71.88		431.28
✓ 4	Gr.	Lift Off Tapes	324.00		1,296.00
✓ 6	Gr.	Correctable Film Ribbon IBM	306.72		1,840.32
✓ 6	Dz.	IBM Teck III Ribbons	<del>870.20</del> 73.35		<del>5,281.20</del> 440.10
3	Dz.	PUP - Plastic Ribbons			
3	Dz.	PRP - Plastic Ribbons			
6	Dz.	Misc. cloth T.W. Ribbons	<del>170.56</del> 15.88		<del>1,143.36</del> 95.28
6	Dz.	Misc. cloth Add. Mach. Ribbons			
12	Ea.	Top Quality Nylon Computer Ribbons - NCR			
	Mi	Century or Equal for 646 Train Printer - 5			
		Mil only.			
		Quote Firm Price for 1977.			
		Quantities will be released as required.			
		Mark Bid Envelope,			
		"Quote No. <u>971</u> Due Date <u>11/08/76</u> ".			
			TOTAL		

Terms -

F.O.B. -

Shipping  
Schedule -

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Ruth Winget*  
Ruth Winget - Buyer

RECEIVED  
PURCHASING DEPT.  
NOV 08 1976  
AM 7,8,9,10,11,12,1,2,3,4,5,6 PM

TITLE OF ORDINANCE SPECIAL ORDINANCE - City Utilities Purchase Order 8393DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKSSYNOPSIS OF ORDINANCE City Utilities Purchase Order 8393 to Roytype Typewriter

Supplies in amount of \$3,628.50 provides for proposed purchase of miscellaneous typewriter, adding machine and computer ribbon supply during 1977 for the Office Services Department.

This is the low of three bids received.

(SEE ATTACHED RECOMMENDATION AND BID COPIES)

EFFECT OF PASSAGE Predetermined vendor for ordering at best costEFFECT OF NON-PASSAGE Inability to give blanket order to obtain best price

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) Cost to Utility as ordered

and charged to individual departments when needed

ASSIGNED TO COMMITTEE City Utilities